

Index

Numbers and Symbols

4:3 (Standard) option, 157

16:9 (Widescreen) option, 157

A

Account item, 199

Account Picture option, 149

accounts

- Apple, 54, 104

- e-mail, 54

- e-mail, synchronizing, 119

- overview, 54

- POP, 55

- types of, 191

- user, adding, 190–191

Active Screen Corners dialog, 183

Add a Face option, 145

Add Account dialog, 54

Add Bookmark dialog, 46

Add Field option, 75

Add option, 190

Add to existing Event option, 158

Address Book application

- opening and closing, 70–71

- overview, 5

addresses, web page, 37–38

Administrator option, 191

After option, 85

Album List option, 91

albums

- adding photos to, 135

- creating, 134

Albums option, 92

All calendars option, 118

All contacts option, 118

All folders option, 113

All on My Mac option, 76

All photos, albums, events, and faces option, 112

all unwatched option, 117

all-day events, 83

Angle slider, 141

app folders

- creating in Launchpad, 188–189

- overview, 188

App Store

- gift card for, 199

- installing programs using, 198–199

- overview, 5

App Store icon, 5

App Store option, 198

Apple accounts, 54, 104

Apple icon, 216

Apple.com Start page, 44

applications

- adding icons for, 194–195

- Address Book, 5, 70–71

- Close button, 12

- DVD Player, 152–153

- forcing to close, 220–221

- Horizontal scrollbar, 12

- iCal, 78–81

- iPhoto, 128–129

- iTunes, 88–89, 91

- Mail, 52–53

- Minimize button, 12

- Photo Booth, 148–149

- resize control, 12

- running full screen, 13–14

- shutting down, 7

- Software Update, 209

- starting, 6–7

- starting using Launchpad feature, 8–10

- status bar, 12

- switching between, 10

- synchronizing, 120–121

- toolbar, 12

- uninstalling, 206–207

- vertical scrollbar, 12

- viewing with Mission Control feature, 11

- Zoom button, 12

Applications icon, 5

Applications option, 6, 194, 206

Applications window, 7

Applies to all stills option, 167

Applies to all transitions option, 165

Apps tab, 120

Arrange By option, 203

aspect ratio, 187

Aspect Ratio option, 157

Attach option, 58

attachments, 58–59

Audio tab, 169

audiobooks, 90

Autofill From option, 111

Autofill option, 111

Auto-fix red-eye check box, 143

Automatically add option, 157
Automatically include option, 116, 117

B

Back option, 127
background images
 changing, setting, 181
 fixed, setting, 180–181
 overview, 180
background music tracks, 169
backups
 configuring, 210–211
 navigating in Time Machine feature, 213
 restoring files, 212–213
Battery option, 185
battery power, 184
Birthday field, 74
bit rate, 99
bookmarks
 defined, 46
 deleting, 47
 setting web pages as, 46–47
 synchronizing, 119
Bookmarks window, 47
Buddy Picture option, 149
Bulletin Board theme, 157
Burn option, 103
Burn Playlist to Disc option, 103
Burn Settings dialog, 103
burning music files to CDs, 102–103
Buy Album option, 104
Buy button, 104, 105, 199

C

.ca website domain name suffix, 37
calendar feature, 80
calendars
 going to specific dates, 81
 overview, 80
 synchronizing, 118
Calendars option, 82, 83
camcorders, importing video from, 158
cameras
 importing photos from, 130–131
 importing video from, 159
Capture option, 159
card, defined, 70
categories, 90

Categories area, 91

Cc lines

 overview, 56
 replying to, 64

CDs

 audio level of, 95
 burning music files to, 102–103
 ejecting, 97
 importing tracks from, 98–99
 playing, 94–97
 repeating, 96

Center option, 181

Change Desktop Background option, 180

Change picture option, 181

characters, 24

Charged message, 109

Charging message, 109

check boxes, 17

Check for new messages pop-up menu, 63

Check for updates option, 209

Check for updates popup menu, 209

Choose File option, 59

Choose folder option, 113

Choose option, 75

Clean Up option, 203

Clear History option, 43

clearing History list, 43

click to name box, 145

Clip option, 163, 167

clips

 adding to video projects, 160–161
 adding transitions between, 164–165
 moving, 161
 multiple, selecting, 175
 playing before adding, 161
 trimming, 162–163
 trimming frames from, 163

Close button, 12

closing stuck applications, 220–221

Colors option, 57

.com website domain name suffix, 37

Comic Book theme, 157

command button, 16

commands

 executing, 14
 selecting from pull-down menus, 14
 selecting using toolbars, 15

Company option, 72

- Composing tab, 67
- connecting devices, 108
- Connecting option, 131
- Connecting this iPhone opens option, 115
- Constrain check box, 137
- Constrain list, 137
- contacts
 - adding, 72–73
 - adding pictures to, 75
 - creating contact groups, 76
 - creating groups of selected contacts, 77
 - editing, 74–75
 - opening and closing Address Book application, 70–71
 - overview, 70
 - synchronizing, 118
- Contents area, 91
- Continue option, 55, 225, 227
- copying files, 28
- copying text, 26
- corrupt disk permissions, 227
- corrupt Preferences files, 222–223
- Cover Flow option, 91, 124
- Create a new tab icon, 39
- Create a signature option, 60
- Create new Event option, 158, 159
- Create option, 55, 157
- Create User option, 191
- credits, adding to video, 172–173
- Crop button, 136, 166, 167
- Crop tool, 137
- cropping photos, 136–137
- Custom option, 85, 99
- customization
 - activating screen saver, 182–183
 - adding icons for nonrunning applications to Dock, 194–195
 - adding icons for running applications to Dock, 195
 - adding user accounts, 190–191
 - changing desktop background, 180
 - changing display resolution with Display preferences, 186
 - changing display resolution with menu bar, 187
 - closing System Preferences settings, 179
 - creating application folders in Launchpad feature, 188–189
 - displaying temporarily, 197
 - Energy Saver Preferences window, 184
 - installing programs using App Store, 198–199
 - opening System Preferences settings, 178

- setting fixed background image, 180–181
- sleep options for desktops, 184
- sleep options for notebooks, 185
- turning on Dock hiding, 196

D

- Daily option, 209
- Dashboard icon, 5
- Date text box, 81
- Day option, 80, 81
- Delete Entire Clip option, 161
- Delete Only This Event option, 85
- Delete Photos option, 115, 131
- deleting
 - bookmarks, 47
 - characters, 24
 - files, 31
 - History list, 43
- Department field, 74
- desktop
 - changing background photo of, 180–181
 - displaying free space on, 204–205
 - organizing, 203
 - overview, 4
 - sleep options for, 184
- Desktop & Screen Saver option, 180, 182
- desktop icon, 4
- Desktop option, 180
- devices
 - connecting, 108
 - disconnecting, 109
 - iPod touch, iPhone, and iPad, 118
 - synchronizing apps, 120–121
 - synchronizing contacts and calendars on, 118
 - synchronizing e-mail accounts on, 119
 - synchronizing movies and TV shows, 116–117
 - synchronizing music, 110–111
 - synchronizing photos from, 114–115
 - synchronizing photos to, 112–113
- Devices section, 94
- Devices tab, 109
- dialog controls
 - check boxes, 17
 - command buttons, 16
 - list boxes, 16
 - pop-up menus, 17
 - radio buttons, 17
 - tabs, 17
 - text boxes, 16

- dialogs, defined, 16
- digital cameras, importing photos from, 130–131
- digital rights management (DRM), 105
- digital video. *See* video
- disconnecting devices, 109
- disk permissions
 - corrupt, 227
 - repairing, 226–227
- disk repairing, 228–229
- Disk Utility option, 226–229
- DiskWarrior tool, 229
- Display preferences, 186
- display resolution
 - changing with Display preferences, 186
 - changing with menu bar, 187
- display sleep timer, 185
- displaying Dock, 197
- displaying free space on desktop, 204–205
- Displays icon, 187
- Displays option, 186
- Displays preferences, 186
- Do not disconnect message, 109
- Dock
 - adding icons for nonrunning applications, 194–195
 - adding icons for running applications, 195
 - adding icons to, 7
 - applications, 5
 - customizing, 192–193
 - displaying temporarily, 197
 - hiding, 196–197
 - overview, 4, 5
- Dock divider option, 192
- Dock Hiding feature, 196
- Dock icon, 10, 193
- Dock Preferences option, 192, 193
- documents
 - copying files, 28
 - copying text, 26
 - deleting files, 31
 - deleting text characters, 24
 - moving files, 29
 - moving text, 27
 - opening, 21
 - organizing, 203
 - previewing, 23
 - printing, 22–23
 - renaming files, 30–31
 - saving, 20
 - selecting text, 25–26

- Documents icon, 5
- domain, defined, 56
- Download All Free Updates option, 121
- Download updates automatically option, 209
- Downloads icon, 5
- Downloads option, 105
- DRM (digital rights management), 105
- Ducking option, 169
- Duplicate option, 28
- Duration text box, 165, 167
- DVD Player application, 152–153
- DVD Player option, 153
- DVDs
 - playing, 152–153
 - starting in window, 153

E

- Edit option, 136
- Edit Picture option, 191
- Edit SMTP Server List option, 55
- editing contacts, 74–75
- .edu website domain name suffix, 37
- Effects option, 149
- Eject Before Disconnecting message, 109
- Eject button, 97, 99
- ejecting CDs, 97
- e-mail
 - adding accounts, 54
 - adding Apple accounts, 54
 - adding file attachments, 58–59
 - adding POP accounts, 55
 - adding signatures, 60–61
 - addresses, 56
 - closing Mail application, 53
 - forwarding messages, 66–67
 - opening Mail application, 52–53
 - overview, 52
 - reading messages, 63
 - receiving messages, 62
 - replying to messages, 64–65
 - sending e-mail messages, 56–58
 - sending messages to groups, 77
 - sending photos, 146–147
 - sending to multiple addresses, 56
 - synchronizing accounts, 119
- Email option, 146, 149
- Empty Page option, 45
- Empty Trash option, 202
- emptying Trash, 202

Index

Energy Saver Preferences window, 184
Enter Full Screen mode option, 153
Enter Full Screen option, 13
Entire music library option, 110
Equalizer window, 95
Event Name text box, 114, 130
events
 creating all-day events, 83
 creating regular events, 82
 creating repeating events, 84–85
 deleting single occurrence of, 85
 iCal application, 78–81
Events option, 131
Exit Full Screen option, 13
external hard disks, 210

F

faces, adding names to, 144–145
Faces option, 145
FaceTime icon, 5
Fade In: Manual option, 169
Fade Out: Manual option, 169
fast-forwarding, 152
features, turning on and off, 14, 15
file selection dialog, 59
filename formats, 223
files
 adding attachments, 58–59
 attaching to messages, 59
 copying, 28
 deleting, 31
 moving, 29
 music, burning to CDs, 102–103
 organizing, 203
 Preferences, repairing, 222–223
 renaming, 30–31
 restoring, 31, 212–213
 video, importing, 158–159
Fill Screen option, 181
Finder application, 124
Finder feature, 204
Finder icon, 5, 6
Finder option, 115, 124, 125
First Aid option, 227, 229
First field, 72
Fit option, 167
Fit to Screen option, 181
Fix Red-Eye option, 142
folder icon, 7

folders, creating, 188–189
font of titles, 173
Fonts option, 57
Force Quit feature, 220, 221
Format option, 57
formats, filenames of, 223
Forward As Attachment option, 67
Forward option, 66
forwarding messages, 66–67
4:3 (Standard) option, 157
frames, trimming certain number of, 163
Free button, 198
full-screen
 applications, 13–14
 mode, 132
 playing DVDs, 152

G

Gap Between Songs pop-up menu, 103
GarageBand icon, 5
General tab, 63, 90
Genie effect, 193
genius sidebar, 91
Get CD Track Names option, 97
Get Help Online option, 225
Get Mail option, 62
Get Update option, 121
gift card, App Store, 199
Go option, 222
Go to date dialog, 81
Go to Date option, 81
Go to Folder option, 222
Google search site, 48
.gov website domain name suffix, 37
GPS-enabled camera, 128
Grid option, 91
groups
 overview, 76
 of selected contacts, 77
 send e-mail messages to, 77

H

hard disk
 checking free space using Finder feature, 204
 DiskWarrior tool, 229
 displaying free space on desktop, 204–205
hard disk icon, 205
Hard disks option, 205
Hide photos already imported check box, 115

hiding Dock, 196, 197

History list

- clearing, 43

- loading pages from, 42

History option, 42, 43, 45

hits, 48

Home option, 45

home page

- changing, 44–45

- viewing, 45

Horizontal scrollbar, 12

hot corners, 183

HTTP (Hypertext Transfer Protocol), 37

I

iCal application

- going to specific dates, 81

- opening and closing, 78–79

- overview, 84

- using calendar feature, 80

iCal icon, 5

iCal window, 78

iChat icon, 5

icons

- adding for nonrunning applications, 194–195

- adding for running applications, 195

- adding to Dock, 7

- App Store, 5

- Apple, 216

- Applications, 5

- Create a new tab, 39

- Dashboard, 5

- desktop, 4

- Displays, 187

- Dock, 10, 193

- Documents, 5

- Downloads, 5

- FaceTime, 5

- Finder, 5, 6

- folder, 7

- GarageBand, 5

- hard disk, 205

- iCal, 5

- iChat, 5

- iDVD, 5

- iMovie, 5, 156

- iPhoto, 5

- iTunes, 5

- iWeb, 5

Launchpad, 5, 8

Lock, 190

Macintosh HD, 205

Mail, 5, 52

Next Page, 41

overview, 5

Photo Booth, 5

Preview, 5

Previous Page, 40

removing from app folders, 189

removing from Dock, 195

restoring, 179

Rotate, 139

Safari, 5, 34

See your recent searches, 49

Snapback, 49

speaker, 93

System Preferences, 5

System Preferences Locked, 218

Time Machine, 5

transition, 165

Trash, 5, 31, 207

Uninstaller, 207

Wi-Fi Status, 225

iDVD icon, 5

iDVD option, 175

Ignore option, 102, 175

Image Capture application, 131

Image Capture option, 115, 131

images

- adding names to faces in, 144–145

- adding photos to albums, 135

- adding to contacts, 75

- adding to video, 166–167

- changing background, 181

- changing size of, 147

- creating albums, 134

- cropping, 136–137

- e-mailing, 146–147

- fixed background, 180–181

- importing from digital cameras, 130–131

- iPhoto application, 128–129

- in movies, 167

- Photo Booth application, 148–149

- removing red eye from, 142–143

- rotating, 138–139

- setting as background, 180–181

- straightening, 140–141

- synchronizing, 112–113, 114–115

Index

images

- syncing folders of, 113
- viewing, 132
- viewing previews of, 124–125
- viewing slide show of, 126–127

immediately option, 219

iMovie Font Panel option, 173

iMovie icon, 5, 156

iMovie themes, 157

Import All option, 115, 131, 158

Import CD option, 98

Import Checked option, 159

Import from Camera option, 159

Import option, 158, 159

Import Selected option, 115, 131

Import Settings dialog, 99

Import Settings option, 99

importing

- music, 98
- photos from digital cameras, 130–131
- quality of, 99
- tracks from music CDs, 98–99
- video files, 158–159
- videos from iSight camera, 159

Inbox folder, 62

Info option, 118, 119, 144

Input option, 170

Input Volume slider, 171

Inspector dialog, 165

installing programs using App Store, 198–199

iPad. *See* devices

iPhone. *See* devices

iPhoto application

- closing, 129
- importing photos with, 130
- opening, 128

iPhoto icon, 5

iPhoto option, 128, 149

iPod. *See* devices

iSight camera

- importing video from, 159
- overview, 158

iTunes application

- closing, 89
- opening, 88
- playback controls, 91

iTunes gift card, 105

iTunes icon, 5

iTunes Library, 90

iTunes option, 89

iTunes Store, purchasing music from, 104–105

iWeb icon, 5

J

Job Title field, 74

jump cut, defined, 164

K

Kbps (kilobits per second), 99

Keep in Dock option, 7, 195

Keep Photos option, 115, 131

Ken Burns effect, 166

Ken Burns option, 167

keyboard shortcuts, while viewing slideshows, 127

kilobits per second (Kbps), 99

L

Last field, 72

Launchpad

- creating application folders in, 188–189
- screen, 8

Launchpad icon, 5, 8

Launchpad option, 188, 199

Left volume meter, 171

Library, iTunes, 90

links

- opening in new tabs, 38–39
- selecting, 36

list boxes, 16

location text box, 83

Lock icon, 190

locking system preferences, 219

Log Out option, 217

Log Out User option, 217

login items, 195

M

Macintosh HD icon, 205

Macintosh HD option, 204

Magnification feature, 192

Magnification slider, 193

Mail Activity area, 62

Mail application

- closing, 53
- opening, 52–53

Mail icon, 5, 52

Mailbox option, 57

maintenance

- checking hard disk free space, 204–205
- emptying Trash, 202
- organizing desktop, 203
- setting software update schedule, 208–209
- Time Machine feature, 210–213
- uninstalling applications, 206–207

Make Plain Text option, 57

Managed with Parental Controls account type, 191

Manual option, 159

Manually option, 63

Mark as Unwatched option, 117

menu bar, 4, 187

Message option, 83

messages

- attaching files to, 59
- composing offline, 57
- forwarding, 66–67
- reading, 63
- receiving, 62
- redirecting, 65
- replying to, 64–65
- sending, 56–58

microphone level, 171

Middle Name field, 74

Minimize button, 12

Minimize Using option, 193

Minimize windows, 193

Mission Control feature, 11

Month option, 80

Monthly option, 209

mouse pointer

- overview, 4
- using to move and copy text, 27

Move Left option, 163

Move option, 116

Move Right option, 163

Movie Location text box, 155

movies. See video

moving files, 29

moving text, 27

multitasking feature, 10

music

- adding songs to playlists, 101
- adding tracks to video, 168–169
- burning music files to CDs, 102–103
- creating playlists, 100
- ejecting CDs, 97
- importing tracks from music CDs, 98–99

iTunes application, 88–91

iTunes Library, 90

pausing and resuming CDs, 95–96

playing CDs, 94

playing songs, 92–93, 96

playing songs randomly, 97

purchasing from iTunes Store, 104–105

repeating CDs, 96

restrictions to sharing, 105

skipping tracks, 95

synchronizing, 110–111

volume of CD's, 95

Music and Sound Effect Browser button, 168

Music category, 92, 111

Music tab, 110

N

Name option, 203

Name text box, 157, 219

names, adding to faces in photos, 144–145

navigating web pages

going back one page, 40

going back several pages, 40

going forward one page, 41

going forward several pages, 41–42

shortcuts for, 41

New Account dialog, 191

New Card option, 72

New Finder Window option, 28

New Folder option, 29

New Group From Selection option, 77

New Group option, 76

New Message option, 56, 58, 61

New Playlist from Selection option, 101

New Playlist option, 100

New Project option, 156

New Smart Group option, 77

New Smart Playlist option, 101

Next button, 80, 95

Next Page icon, 41, 42

Nickname field, 74

No application option, 115

No repairs were necessary message, 229

nonrunning applications, 194–195

notebooks, sleep options for, 185

O

OK to disconnect message, 109

Open at Login option, 195

Index

- Open dialog, 21, 155
- Open File option, 154
- Open iTunes option, 102
- Open Link in New Tab option, 38
- Open Location option, 155
- Open option, 21
- Open With option, 125
- opening
 - documents, 21
 - Mail application, 52–53
 - Safari, 34
 - web pages in tabs, 39
- options
 - check boxes, 17
 - command buttons, 16
 - list boxes, 16
 - pop-up menus, 17
 - radio buttons, 17
 - tabs, 17
 - text boxes, 16
- .org website domain name suffix, 37
- organizing desktop, 203
- Outgoing Mail Server (SMTP) list, 55

P

- pages
 - bookmarked, displaying, 47
 - bookmarking, 46
 - going back one page, 40
 - going back several pages, 40
 - going forward one page, 41
 - going forward several pages, 41–42
 - length of time to keep stored in history, 43
 - loading from History list, 42
 - shortcuts for navigating, 41
 - shortcuts for opening in tabs, 39
 - web, entering addresses, 37–38
 - web, opening in tabs, 38
- Password text box, 219
- Pause button, 93, 127
- pausing music, 95–96
- permissions, 227
- Phone field, 73
- Photo Album theme, 157
- Photo Booth application
 - taking pictures with, 148–149
 - working with pictures in, 149
- Photo Booth icon, 5

- Photo Booth option, 148
- Photo Size option, 147
- photos
 - adding names to faces in, 144–145
 - adding photos to albums, 135
 - adding to contacts, 75
 - adding to video, 166–167
 - changing size of, 147
 - creating albums, 134
 - cropping, 136–137
 - e-mailing, 146–147
 - importing from digital cameras, 130–131
 - iPhoto application, 128–129
 - in movies, 167
 - removing red eye from, 142–143
 - rotating, 138–139
 - setting as background, 180–181
 - straightening, 140–141
 - synchronizing, 112–113, 114–115
 - syncing folders of, 113
 - taking with Photo Booth application, 148–149
 - viewing, 132
 - viewing previews of, 124–125
 - viewing slide show of, 126–127
 - working with in Photo Booth application, 149

- Photos Browser button, 166
- pictures. *See* photos
- pixels, 187
- Play Album option, 92
- Play from Beginning option, 174
- Play Movie option, 153
- Play option, 92, 127, 152
- Play Project from beginning button, 174
- Play Selection option, 161, 175
- Playback Control buttons, 91
- Player tab, 153
- playing CDs

- ejecting CDs, 97
 - overview, 94
 - pausing and resuming, 95–96
 - playing other songs, 96
 - playing songs randomly, 97
 - repeating CDs, 96
 - skipping tracks, 95

- playing clips, 161
 - playing movies, 174–175
 - playing songs, 92–93

- playing video from web, 155
- playlists
 - adding songs to, 101
 - creating, 100
- POP (Post Office Protocol) account, 54–55
- pop-up menus, 17
- Position on screen options, 193
- Power Adapter option, 185
- power cycling, 216, 217
- preferences, locking and unlocking, 218–219
- Preferences files, repairing, 222–223
- Preferences option, 44, 60, 90, 153
- Prevent iPods, iPhones, and iPads from syncing
 - automatically check box, 109
- Preview application, 124, 125
- Preview icon, 5
- Preview option, 125, 126
- Preview window, 126
- previewing documents, 23
- previews
 - viewing in Preview application, 125
 - viewing with Cover Flow feature, 124
 - viewing with Quick Look feature, 124
- Previous button, 80, 95, 125
- Previous Page button, 42
- Previous Page icon, 40
- Print dialog, 23
- Print option, 22
- printing documents, 22–23
- programs, installing using App Store, 198–199
- Project Library button, 157
- pull-down menus, 14
- purchasing music from iTunes Store, 104–105

Q

- quality of imported music, 99
- Quick Look option, 124, 126
- QuickTime player, 154–155
- Quit Address Book option, 71
- Quit iCal option, 79
- Quit Image Capture option, 131
- Quit iPhoto option, 129
- Quit iTunes option, 89
- Quit Mail option, 53
- Quit option, 7
- Quit Preview option, 23
- Quit Safari option, 35
- Quit System Preferences option, 179

R

- radio buttons, 17
- Random order option, 181
- randomly playing songs, 97
- ratios, 187
- reading messages, 63
- receiving messages, 62
- Recent Items option, 35, 53, 71
- Recording option, 171
- recording voiceovers, 170–171
- Recovery HD option, 224, 228
- recovery tools
 - restarting, 225
 - utilities, 224
- red eye, removing, 142–143
- Redeem option, 105, 199
- Red-Eye tool, 143
- Redirect option, 65
- regular events, 82
- Remove from Dock option, 195
- Remove history items pop-up menu, 43
- renaming files, 30–31
- Repair Disk option, 229
- Repair Disk Permissions option, 227
- repairing corrupt Preferences files, 222–223
- repairing disk permissions, 226–227
- repairing hard disk, 228–229
- Repeat feature, 96
- repeating CDs, 96
- repeating events, 84–85
- Replace option, 213
- Reply All option, 64
- Reply option, 64
- replying to messages, 64–65
- Require password option, 219
- resize control, 12
- Restart option, 216, 225
- restarting
 - accessing Recovery HD by, 225
 - overview, 216
 - power cycling, 217
- Restore option, 213
- restoring files, 31, 212–213
- resuming music, 95–96
- rewinding, 152
- rich text, 67
- Right volume meter, 171

Index

ripping music, 98
Rotate Clockwise option, 139
Rotate icon, 139
rotating photos, 138–139

S

Safari
 closing, 35
 opening, 34
 overview, 34
Safari icon, 5, 34
Save As text box, 20
Save option, 20
saving documents, 20
Scale effect, 193
Scheduled Check option, 209
Scrapbook theme, 157
screen elements, 4
screen saver, 182–183
Screen Saver option, 182
screens, navigating by swiping, 9
scrollbars, 12
scrolling credits, 172
Search box, 104
search engines, 48
searching for sites, 48–49
Security & Privacy option, 219
See your recent searches icon, 49
Select Disk option, 211
Select Tool option, 125
Selected albums, events, and faces, and automatically include option, 112
Selected folders option, 113
Selected playlists, artists, albums, and genres option, 110
selecting text, 25–26
Send Email option, 73
Send Email to option, 77
Send option, 57, 59, 147
sending e-mail messages, 56–58
Sent folder, 57
Set option, 75
Set to Current Page option, 45
Share option, 146, 175
shortcuts
 for navigating web pages, 41
 for opening web pages in tabs, 39
 for selecting text, 25
Show all bookmarks button, 47
Show All option, 145, 179
Show Details option, 23
Show displays in menu bar option, 186
Show Fonts command, 173
Show item info option, 205
Show option, 81
Show Project Library option, 157
Show Stationery option, 57
Show Status Bar option, 36
Show View Options option, 204
Show Visualizer option, 95
Show with clock option, 183
Shuffle button, 97
Shuffle feature, 96
Shut Down option, 217, 225
Sign In option, 199
signatures, 60–61
sites for searching web, 48–49
16:9 (Widescreen) option, 157
Size option, 192
Size slider, 143, 192
skipping tracks, 95
Sleep mode, 184
sleep options
 for desktops, 184
 Energy Saver Preferences window, 184
 for notebooks, 185
sleep timer, 185
slide shows, 126–127
Slideshow option, 126
Smart Album dialog, 135
smart albums, 135
smart group, 77
smartphones, importing video from, 158
Snapback icon, 49
Software Update application, 209
software update schedule, 208–209
songs
 adding to playlists, 101
 automatically adding to playlists, 101
 playing, 92–93, 96
 playing randomly, 97
 titles of, 97
Sort buttons, 91
Sound option, 170
Source List area, 90

- speaker icon, 93
- Spotlight option, 35, 53, 71
- Standard (4:3) option, 157
- Standard account type, 191
- Start playing disc option, 153
- Start screen saver slider, 182
- Start week on pop-up menu, 81
- starting applications, 6–10
- Status area, 91
- status bar, 12
- Stereo Bit Rate pop-up, 99
- Stop option, 159
- storage space, 111
- Store, iTunes, 104–105
- Straighten option, 140
- straightening photos, 140–141
- Stretch to Fill Screen option, 181
- stretched resolution, 187
- stuck applications, closing, 220–221
- Subject field, 56
- Subject text box, 147
- swiping, 9
- switching between applications, 10
- Sync Address Book Contacts option, 118
- Sync Apps option, 120
- Sync iCal Calendars option, 118
- Sync in Progress message, 109
- Sync Mail Accounts option, 119
- Sync Movies option, 116
- Sync Music option, 110
- Sync Photos from option, 112, 113
- Sync Safari bookmarks check box, 119
- Sync TV Shows option, 117
- synchronizing
 - apps, 120–121
 - contacts and calendars, 118
 - e-mail accounts, 119
 - movies and TV shows, 116–117
 - music, 110–111
 - photos, 112–113, 114–115
 - preventing, 109
- System Preferences icon, 5
- System Preferences Locked icon, 218
- System Preferences, locking and unlocking, 218–219
- System Preferences option, 170, 208, 210
- System Preferences settings
 - closing, 179
 - opening, 178

T

- tabs
 - creating, 39
 - opening links in, 38–39
 - overview, 17
 - shortcuts for opening web pages in, 39
- Take a movie clip option, 148
- Take a still picture option, 148
- Take All Accounts Offline command, 57
- Take four quick pictures option, 148
- Take Photo option, 149
- TechTool Pro tool, 229
- text
 - copying, 26
 - copying with mouse, 27
 - deleting characters, 24
 - moving, 27
 - selecting, 25–26
 - shortcut methods for selecting, 25
- text boxes, 16
- Text size option, 205
- The volume Macintosh HD appears to be OK message, 229
- themes, iMovie, 157
- Tile option, 181
- Time Machine feature
 - configuring backups, 210–211
 - navigating backups in, 213
 - restoring files using, 212–213
- Time Machine icon, 5
- titles
 - adding to video, 172–173
 - font of, 173
- Titles browser button, 172
- To field, 56
- To text box, 147
- Today option, 80
- toolbar
 - overview, 12
 - selecting commands using, 15
- toolbar buttons, 125
- tools
 - Crop, 137
 - DiskWarrior, 229
 - recovery, 224–225
 - Red-Eye, 143
 - TechTool Pro, 229
- tools for recovery, 224–225

tracks

- importing from music CDs, 98–99
- skipping, 95

transfer method, 37

transition icon, 165

transitions

- adding between clips, 164–165
- changing duration of, 165

Transitions Browser button, 164

Trash

- emptying, 202
- restoring, 212

Trash icon, 5, 31, 207

Trash window, 31

Trim Clip End option, 163

Trim to Selection option, 163

trimming clips, 162–163

trimming frames from clips, 163

troubleshooting

- forcing stuck applications to close, 220–221
- power cycling, 217
- recovery tools, 224–225
- repairing corrupt Preferences files, 222–223
- repairing disk permissions, 226–227
- repairing hard disk, 228–229
- restarting, 216–217
- unlocking system preferences, 218–219

Turn Hiding Off option, 197

Turn Hiding On option, 196

Turn Magnification Off option, 193

Turn Magnification On option, 193

TV Shows option, 117

TV shows, synchronizing, 116–117

U

Undo option, 24

Uniform Resource Locator (URL), 37

uninstalling applications, 206–207

Unlock option, 219

unlocking system preferences, 218–219

unnamed option, 144

unwatched option, 117

Updates Available option, 121

updates schedule, 208–209

updating apps, 121

URL (Uniform Resource Locator), 37

URL (web address) field, 74

USB cable, 108

USB connector, 108

USB port, 108, 109, 130

Use as Backup Disk option, 210

Use Authentication option, 55

Use Backup Disk option, 211

Use custom port option, 55

Use random screen saver option, 183

Use the same message format as the original message
check box, 67

user accounts, 190–191

Users & Groups option, 190

utilities, 224

V

vertical scrollbar, 12

video

adding music tracks, 168–169

adding photos, 166–167

adding scrolling credits to movies, 172

adding titles and credits, 172–173

adding transitions between clips, 164–165

adding video clips to projects, 160–161

background music tracks, 169

creating new movie projects, 156–157

importing video files, 158–159

playing, 174–175

playing from web, 155

playing with QuickTime player, 154–155

recording voiceovers, 170–171

trimming clips, 162–163

using DVD Player application full-screen, 152

using DVD Player application in window, 153

View option, 126

View Option buttons, 91

viewing home page, 45

viewing photo previews

with Cover Flow feature, 124

in Preview application, 125

with Quick Look feature, 124

viewing photos, 132

viewing slide shows, 126–127

visualizations, displaying during music playback, 95

Voiceover dialog, 170

voiceovers

defined, 170

recording, 170–171

volume, adjusting, 93

Volume slider, 93, 169

W

waking up display, 185

web

- bookmarking web pages, 46
- changing home page, 44–45
- clearing History list, 43
- creating new tabs, 39
- displaying bookmarked web pages, 47
- entering web pages addresses, 37–38
- going back one page, 40
- going back several pages, 40
- going forward one page, 41
- going forward several pages, 41–42
- loading pages from History list, 42
- opening links in new tabs, 38–39
- playing video from, 155
- Safari, closing, 35
- Safari, opening, 34
- searching for sites, 48–49
- selecting links, 36
- shortcuts for navigating pages, 41
- viewing home page, 45
- websites, 32

web servers, 32

web-based e-mail accounts, 54

website, defined, 32

website domain name, 37

Week option, 80, 83

Week view, 81

Weekly option, 209

Welcome to Mail dialog, 52, 54

Widescreen (16:9) option, 157

widescreen aspect ratio, 187

width-to-height ratio, 187

Wi-Fi Status icon, 225

windows

- applications, 12

- Energy Saver Preferences, 184

- starting DVDs in, 153

Z

Zoom + option, 125

Zoom button, 12

Zoom to Selection option, 125